

# **STAFF SERVICES MANAGEMENT AUDITOR**

## **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** February 2007

**Collective Bargaining Identification:** R01

**Job Analysis Conducted By:** Julie Amaro, Staff Services Analyst  
Selection Services Section

**Number of Incumbents:** There are 21 incumbents in this classification per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated March 27, 2007.

### **Names of the Subject Matter Expert(s) and their background:**

#### **Patricia Weatherspoon, Senior Management Auditor, Office of Audits and Compliance**

Ms. Weatherspoon is a Senior Management Auditor in the Office of Audits and Compliance. She has been in this position for eight years and prior to this she worked as a Staff Management Auditor, Associate Management Auditor and a Staff Services Management Auditor. She has been with the department for 13 years.

#### **Francis Cailles, Staff Management Auditor, Office of Audits and Compliance**

Mr. Cailles is a Staff Management Auditor in the Office of Audits and Compliance. He has been in this position for approximately 8 months and prior to this, was employed as an Associate Management Auditor and a Staff Services Management Auditor. He has been with the department for 12 years.

#### **Rowena Dorsey, Associate Management Auditor, Office of Audits and Compliance**

Ms. Dorsey is an Associate Management Auditor in the Office of Audits and Compliance. She has been in this position for a year and a half and prior to this, was employed as a Staff Services Management Auditor for four years.

#### **Sue Lupinetti, Staff Services Management Auditor, Office of Audits and Compliance**

Ms. Lupinetti is currently a Staff Services Management Auditor in the Office of Audits and Compliance. She has been in this position with the department for approximately 7 months.

## **STAFF SERVICES MANAGEMENT AUDITOR INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification
- Consultation with Subject Matter Experts